

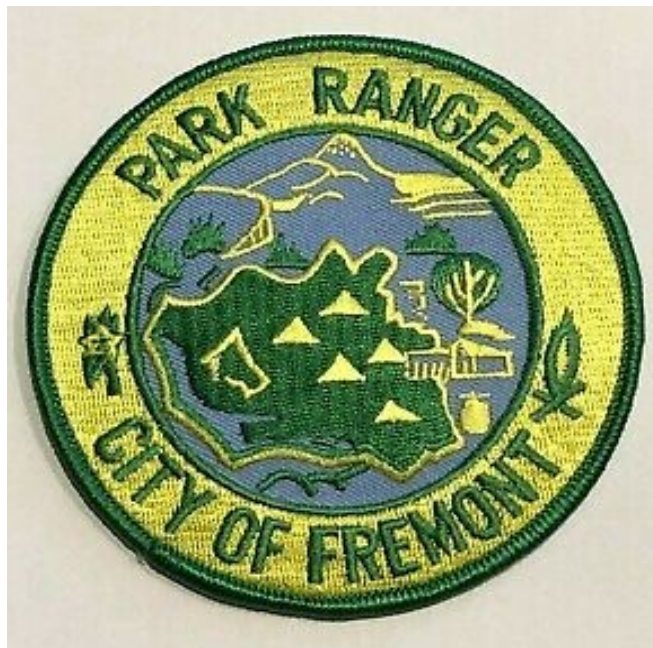


An Exciting Career Opportunity with the
Community Services Department!

PARK RANGER SUPERVISOR

**FIRST REVIEW OF APPLICATIONS:
July 14, 2021 at 12:00 PM**

This recruitment will remain open until filled





About Us

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 235,000 residents. As a full-service city, Fremont employs 962 regular employees and operates on a FY 2020-21 General Fund budget of \$213.4 million. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

The Position

The Community Services Department plays a key role in enhancing the community and ensuring the citizens of Fremont receive excellent customer service through the management of recreation facilities, quality recreation and environmental programs, park planning and the maintenance of City parks, trees, and medians. The Park Ranger Supervisor will provide full supervision of the Park Rangers, and other assigned department regular, seasonal and temporary employees, and volunteers. In addition, the incumbent will participate as needed in the work of the Park Rangers and establish, enforce, and maintain oversight of the boating operations, naturalist programs, the division safety program and other duties as assigned.

Examples of Duties

- Schedule, assign work, and exercise full supervision of department assigned regular, seasonal and temporary employees and volunteers.
- Participate in the recruitment, examination, and hiring process; evaluate, mentor and discipline assigned staff.
- Prepare written and oral reports.
- Reserve, schedule and coordinate maintenance of assigned facilities and division /department vehicles.
- Assist, under general direction, in developing and writing policies and handbooks and training guidelines for area of responsibility.
- Follow general direction to oversee section budget, boating operations and safety related areas.
- Develop and monitor assigned budgets.
- Develop and provide technical training in laws, rules, regulations, processes and procedures related to the administration of City parks.



- Review and provide solutions to technical issues and community-based issues that require more complex solutions.
- Monitor individual performance plans and manage any specific personnel issues in collaboration with the Recreation Superintendent for resolution.
- Assume lead role on projects and programs. Represent the Parks and Recreation division on city-wide teams.
- Perform Park Ranger duties; operate a patrol boat; patrol boat docks; patrol city parks when needed.
- Define personnel resource needs and allocate resources as required to reach unit objectives.
- Maintain oversight of assigned building alarms and ensure required security checks and inspections are completed.
- Receive and respond to phone calls; dispatch calls for service; detect municipal and other code violations in the area of park visitor services; investigate complaints, crimes and injury incidents; collect evidence and obtain statements; issue citations for Fremont Municipal codes and State laws. Testify in court proceedings.
- Implement division Safety Training and serves as Incident Investigation and Workers Compensation liaison to Risk Management.
- Administer emergency life support services.
- Work weekends, holidays, and nights, on rotating shifts when needed.
- Respond to emergency assignments during off-duty hours.
- Wear a uniform and/or professional dress.
- Review, edit, and approve participant injury incident reports and investigations prepared by division staff.
- Supervise the operations of assigned park activities.
- Serve as a liaison and departmental representative with other City Departments.
- Develop and has oversight of interpretative programs, division facility safety inspections and staff safety training.
- Participate in citywide Homeless Task Force and work directly with Environmental Services, Human Services and Code Enforcement or other Departments as required in Homeless Outreach.



Candidate Profile

The City is searching for an independent and effective leader who is able to multi-task in a fast-paced work environment. The successful candidate will be well versed and have a genuine interest in environmental education, park safety, boating, recreation programming, customer service, facility operations, and teamwork. The Park Ranger Supervisor must demonstrate the ability to communicate effectively orally and in writing, while maintaining effective working relationships with co-workers and public in a challenging environment, tactfully enforcing City and department policies, rules and laws.

Education and Experience

The successful candidate will have any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactorily perform the essential duties of the job. A typical way to obtain the required knowledge and skills would be:

Education: Bachelor's degree

Experience: Two years progressively responsible experience in park visitor management or in the interpretation and enforcement of laws and codes, preferably related to park visitor management.

Licenses, Certificates & Special Requirements: A valid Class C California Driver's license and satisfactory driving record is required at time of appointment. Valid certificates in Red Cross Standard First Aid and Red Cross CPR for the Professional Rescuer or equivalents are required at time of appointment. Must obtain Instructor Level CPR/First Aid Certification within 6 months of employment. Higher level certifications may be submitted in substitution. A valid certificate in Penal Code Section 832 must be secured and maintained prior to completion of the probationary period.

Compensation and Benefits

The annual salary is \$86,298 — \$104,888 depending on qualifications.

Current benefit features include:

- **Cafeteria Benefits Plan** for employees/dependents includes up to \$2,350 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.
- **Medical** – A variety of plans are offered through CalPERS.
- **Dental** – Plans are offered through Delta Dental.
- **Vision** – Plans are offered through VSP.
- **Retirement:** As defined by the Public Employees' Pension Reform Act of 2013 (PEPRA) and in the *CalPERS retirement system, Classic Members will receive CalPERS retirement benefits under the 2% at age 60 plan. New Members will receive CalPERS retirement benefits under the 2% at age 62 plan.
- **Deferred Compensation Voluntary Plan Options** – The City offers two optional 457 plans for employee participation.
- **Income Protection** – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by the employee.
- **Flexible Benefit Plan** – Employees have the option to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.
- **Commuter Benefits (Parking and Transportation)** – Employees have the option to set aside money on a pre-tax basis to pay for work-related commuting and parking expenses.
- **General Leave** – Varies based on years of experience
- **Holidays** – 12 days paid and 1 floating holiday
- A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is a City of Fremont Employee Association (CFEA) represented position. The probationary period for this position is 12 months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

How to Join Our Team

To be considered for this position, apply online by submitting a completed City application and resume through our online application system: www.fremont.gov/cityjobs

The process may include individual and/or panel interviews, professional reference checks, fingerprint check for criminal history, medical evaluation, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. **Meeting the minimum qualifications does not guarantee an invitation to participate in the process.**

Tentative Recruitment Schedule

First Review of Applications: July 14, 12:00 p.m. (Noon)

Oral Board Interviews: Week of July 26, 2021

Departmental Interviews: Week of August 2, 2021

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by sending an email to humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.



The information contained herein is subject to change and does not constitute either an expressed or implied contract

Supplemental Questionnaire - Park Ranger Supervisor

General Information

The completion of this supplemental questionnaire is required in order to be considered for the Park Ranger Supervisor position, and is an integral part of the examination process to assess your qualifications and experience as it relates to the position. You will be prompted to respond to the following questions in the online application process:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.
 - ☐ Yes
 - ☐ No
2. How many years of professional experience do you have performing Park Ranger Supervisor duties? (i.e. plan, organize, and provide full supervision of Park Rangers; establish, enforce and maintain oversight of park operations and programs)
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years to less than 4 years
 - ☐ 4 years or more
3. What is your highest level of education?
 - ☐ Did not complete high school or equivalent
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ Associate’s degree
 - ☐ Bachelor’s degree or higher
4. If you answered “Some college” or higher in question 3, what courses have you taken related to the position?

5. Do you possess a currently valid Red Cross Standard First Aid certificate?
 - ☐ Yes
 - ☐ No
6. Do you possess a currently valid Red Cross CPR for the Professional Rescuer certificate?
 - ☐ Yes
 - ☐ No
7. Please share details on any other applicable certifications and/or training relevant to this position:
